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M E M O R A N D U M

TO: State Agencies

FROM: OA, Division of Accounting

DATE: April 24, 2003

RE: FY03 FAIT Table Upload

For FY04 Federal Agency Inference Table (FAIT) table set up, agencies have two options. An agency can elect to input the FY04 FAIT data directly into SAM II Financial or complete an Excel spreadsheet that OA, Division of Accounting will upload.

If your agency had FY03 FAIT table entries and your agency wants to upload the FY04 entries, please send an e-mail to OASAMIICentralAcct@mail.oa.state.mo.us requesting an Excel spreadsheet with your agencies FY03 entries as of April 1, 2003. OA, Accounting will send you through e-mail the applicable spreadsheet with instructions on how to update the spreadsheet for the upload of the FY04 entries.

If your agency did not have FY03 FAIT table entries and wants to upload FY04 entries, please send an email to OASAMIICentralAcct@mail.oa.state.mo.us requesting an Excel spreadsheet. OA, Accounting will send you through e-mail a template with instructions on how to complete the template for the upload of the FY04 entries.

The controls on the FAIT table are determined on the Fund Agency (FGY2) table at the beginning of each fiscal year. You will need to know how your agency's FGY2 table settings are for FY04 before filling out the spreadsheet.

If you setup a **new** FAIT table entry on the Excel spreadsheet for FY04, please ensure that you enter an associated reporting category on the Reporting Category (RPTG) table. RPTG table entries will not be uploaded by OA. Remember that documents entered with a Reporting Category are referenced against the FAIT table. When coding a reporting category on a purchase order document or on a payment document, the user will receive an error message if the reporting category is not valid on FAIT. The reporting category does not have to be valid on RPTG to be referenced on a purchase order document, a payment document, or a FAIT entry. Deleting reporting category records from RPTG will not prevent encumbrances or expenditures from processing against the grant. However, when querying the Data Warehouse if the user joins to the REF_REPORT_CAT table to retrieve the reporting category name, it is possible that not all records would be retrieved if the reporting category for some of the records has not been added to RPTG.

To minimize document-processing errors associated with the Agency Federal Aid Inquiry 1 of 2 (AGFA) and Federal Aid Budget Line Inquiry (FBLT) entries, please ensure there are AGFA and FBLT entries for all FY04 FAIT items. If AGFA and/or FBLT entries are missing, you will receive the error message HFL6E FAIT ENTRY MISSING when completing a payment document. Even though the error message generated is directing you to the FAIT table, in some cases the entry will need to be made on the AGFA and FBLT tables.

Report OFN016C1 entitled "FAIT Table Load Warnings & Errors" will be posted to MOBIUS after the upload of the FAIT table to assist you in identifying the FAIT entries that did receive warning and error messages. We encourage you to review this report and correct any warnings and errors to prevent error messages on documents that are processed in FY04. If an entry on the spreadsheet your agency submits to us rejects and does not post to the FY04 FAIT table, then your agency will need to enter the FY04 FAIT table entry directly into SAMII.

Completed spreadsheets must be forwarded via e-mail to OASAMIICentralAcct@mail.oa.state.mo.us **by 5:00 p.m. on June 13, 2003.**

If you have any questions, please contact your Agency Customer Service Coordinator for assistance. The Agency Customer Service Coordinator may contact OA, Division of Accounting Agency Customer Service desk.